

Minutes of Full Governing Board Meeting

Penponds School

Meeting Date:	Tuesday 4 February 2020
Meeting Time:	17:30 – 19:35
Attendees:	Mrs J Lamb (Head) Mr T Harvey (Chair) Mr J Floyd Mr G Springer Mrs S Davis Mrs A Holmes
Apologies:	Mr M Glasson Rev Canon O Stevens Mrs T Watts Mrs C Souch
Absent	
In Attendance	Helen Snell (Clerk)

ITEM No.	MINUTES	ACTION
1.	<p>Welcome The Chairman welcomed everyone to the meeting.</p> <p>Apologies These were noted as above.</p>	
2.	<p>Pecuniary Interests None declared. (Right to Work – those outstanding were reminded)</p>	
3.	<p>Minutes of the Meeting held on 26 November 2019 and Matters Arising The minutes of the meeting held on 26 November 2019 and the confidential minutes were accepted as a true record and signed by the Chairman.</p> <p>Item 3.6 – Following a Governor asking for feedback, the Headteacher advised that pace and consistency had improved and was being monitored.</p>	

	<p>Item 8.12 – Following an enquiry for feedback, the Headteacher advised that a quote was still awaited. However, the contractor would be in during the half term and it was hoped for the power washing to be completed then. It was suggested that it may be worth considering paving slabs to the Year 6 seating area, and the Headteacher agreed to monitor the situation and see if anyone was giving away any paving slabs.</p> <p>Item 3.9 – Library update. There is now a unit in the hall, and a focus now on class libraries. Not having a library is not having an impact and children are reading every day and using the reading vipers.</p> <p>Item 5 - The Headteacher advised that the Website has been updated and a Governor asked if the 'Topic Overview' that was currently displayed as a 'publisher document' could be changed to a 'word document'. The new School Improvement Officer had recommended a website tool that could be used to assist in the website update, after which the allocated Governor will undertake an audit.</p> <p>Item 6 – Preparation of the crib sheet was near completion and would be circulated to Governors.</p>	JL/HS
4.	<p>4.1 Headteacher Report</p> <p>The Governor responsible for 'Data' referred to his monitoring report, which would be covered under item 5.</p> <p>4.2 SIP Report</p> <p>This had been previously circulated, and Governors were advised that a Reading Deep Dive had been conducted with the Chief Executive and the Head of St Meriodoc Infants.</p> <p>Q – A Governor enquired if there were enough resources for Maths.</p> <p>A – An audit of resources had been completed and resources ordered. There were also good on-line resources including How to videos for teachers at the start of each topic, and a presentation on the school website.</p> <p>4.3 Review of MAT Improvement Plan</p> <p>This had been previously circulated and the Headteacher explained the colour coding system, and that this would be updated as the</p>	

term progresses. The objectives had been reviewed against key priorities.

4.4 School Self Evaluation

- This had been previously circulated and discussed with the SIP.
- Sections would be revisited, and bullet points inserted.
- A sliding scale had been inserted to give a quick glance of the latest position, with aim of achieving the highest – level 1.
- The curriculum is getting fine tuned, with the same quality expected in all subject areas. The impact of which cannot yet be shown. Information on the new curriculum is available on the website.
- Q – A Governor asked if the children would notice a difference to the new curriculum.
- A – They may notice they are recording more in some of the foundation subjects. Hopefully they would also feel that they are bulding up skills and knowledge over time that build on prior learning.

Further discussion took place on the new curriculum as follows:

Science

- Children were not confident talking about investigations and this was being worked on for both KS1 and KS2.
- During STEM week Cornwall Plastics Alliance would be coming in to do an assembly and workshops for all classes.
- It is important to learn over time and build up skills.
- Children have separate science books.
- Topic books contain lots of subjects and information and the aim is to get project books for the next academic year that are sectioned off to enable progress to be tracked easier.
- It was suggested plants in the classroom could help.
- Q - A Governor enquired if there were enough resources for Science to be taught how they would wish.
- A – Resources for Early years had been ordered. Science resources are stored centrally and appear to be adequate.

French

- Someone had been coming into school from Camborne, which had ceased, although there is a progression plan in place.

Q – A Governor asked if there was enough in the budget for curriculum provision.

JL

	A – Spend had been high, especially on supply costs, although the £4k from the literacy hub had not yet been received. A meeting had taken place with the MAT Finance Officer and no concerns were raised. There had been a need to focus on all subjects.	
5.	<p>Governor Monitoring Reports</p> <p>The following reports were circulated prior to the meeting and the Headteacher thanked Governors for the thorough and high quality of the reports.</p> <p>With regards to RWI, the Headteacher advised that the Decodable Reader is a key book and because Mrs Souch is a Literacy Specialist, she was able to get 50% off the cost of these books so a great saving for the school. Mrs Souch has also visited Troon School who are also able to now secure RWI resources with a 50% discount.</p>	
6.	<p>MAT Update</p> <p>The Chairman advised of a Safer Recruitment Session attended by Directors of the Board and Headteachers, where 'lockdown' had been discussed. The Headteacher would be asking the premises co-ordinator to look at the alarm system and allocate a certain sound to this action. Discussion took place on how to put this across to children within a practice session and it is likely that this will be related to a swarm of bees coming, or a chemical cloud and linked to how we currently deal with the fire alarm.</p> <p>Q – A Governor asked of the process if a child does not present at school.</p> <p>A – The Headteacher advised of the process and assured Governors that this would always have a follow-up visit to the child's home were it deemed necessary.</p> <p>The Chairman advised that the MAT Board were soon to be holding a further meeting.</p> <p>A Governor advised that the next visible sign of the MAT would be at the performance in the Regal Cinema on 26 March 2020. The clerk to advise those not present of the date.</p> <p>A Governor congratulated the school on their efforts in the 'Youth Speaks' competition, although they didn't make the top four teams going into the next round, but they did have the youngest team. Six out of the ten teams entered were from the Rainbow MAT. This competition is good at developing confidence and oracy skills.</p>	HS

7.	<p>Curriculum Information</p> <p>Discussion had also taken place under agenda item 4. The Headteacher also added the following:</p> <ul style="list-style-type: none"> • Most of the contents within the curriculum information folder were on the webpage. • Long-term planning was being worked on and Governors were showed the overview of the topics for the next two years, noting this was a similar plan as the rest of the MAT. Teachers had fed into this overview. • Each subject is linked to curriculum goals, with a focus on building on what has happened before, progression, memory facts, consistency and sequencing. • The aim is to make learning as memorable as possible. • There is a great deal of work to be undertaken on vocabulary. • There is a need to make Geography more high profile, and this will be linked to other subjects. 	
8.	<p>Staffing (See confidential minutes)</p>	
9.	<p>Any Other Business (see also confidential minutes)</p> <p>9.1 <u>Headteacher and Chair of Governors meetings</u></p> <p>A Governor had previously asked (within the 48 hour policy) if any records were kept of these meetings and their content. The Headteacher tabled the notes of their last meeting with the Chair of Governors, highlighting the meetings were held not only for accountability but were useful for discussion, challenge and planning. The Chairman also added that as the SEN Governor it was an opportunity to discuss individual pupils.</p> <p>9.2 The Headteacher also thanked Mrs Holmes for her support and experience within Early Years.</p> <p>9.3 With regards to SMSC the Headteacher is putting together an evidence chart and it would be good if Rev Stevens could be involved with this.</p> <p>9.4 Q – The issue of security was raised, especially relating to lack of cameras on the staff car park side of the school.</p>	OS

	<p>A – The Headteacher would get a quote from the Premises Co-ordinator. A bigger priority issue, however, is the Reception outside door, and whilst children are safe, this needs improvement. Mr Springer volunteered to email the Chief Executive. Issues with the gate and padlock were also discussed.</p> <p>9.5 The PAN for the School is 15. Provisional figures indicate there are applications for 21 first choice, 22 second choice and 8 third choice. It was noted that for the first year the admissions policy now rates siblings above those living in the local area.</p> <p>9.6 Discussion took place regarding single age classes and costs of getting bigger classrooms.</p>	<p>JL</p> <p>GS</p>
10.	<p>Date of Next Meeting</p> <p>Tuesday 28 April 2020 at 17:30</p> <p>Tuesday 14 July 2020 at 17:30</p>	

Signed:.....

Date: